INSTRUCTION SHEET
Volunteer Fire Assistance and Rural Fire Assistance Application

Complete the application in duplicate; retain one copy for your records, and send one copy to the Department of Natural Resources and Conservation.

I. Leave the Contract # and date received blank-- it is for DNRC use only!!

II. TO COMPLETE THE APPLICATION FORM:

    A. Applicant

        1. *Date:* Date that the application is completed and mailed.

        2. *Name:* Name of the organization (community, rural fire district, fire department, fire service area, county firefighters' association, etc.) that is making the application.

        3. *Address:* Mailing address, county and zip code of the applying organization.

        4. *Person to Contact:* Name of authorized person, and title (if any).

        5. *Phone No.:* You may wish to enter more than one number (home, business, fire station).

        6. *Chief Officer:* Name and title of head officer (if any).

        7. *Federal Identification Number:* Your organization's nine-digit Federal ID #, (much like a SS#) and the name of the organization (the county's ID is preferred) under which the number is registered.

        NOTE: This is required for the State to be able to process grant payment.

    B. Jurisdiction

        1. *Briefly describe your jurisdiction:* Indicate the type of organization; list boundaries and limits of the area served.

            Example: Everything west of the Bitterroot River and east of the Bitterroot National Forest Boundary; south of Hamilton and north of the county line.

        2. *Do you protect all property/residents in your community, district, or area?*

    C. Project Involvement: *Countywide Application:* Indicate the names of communities involved and list the departments involved.

    D. Does the applicant have, or have they applied for, an FHA Community Facility Loan that relates to improved fire protection? Indicate "Yes" or "No." (List for each department/community, if applicable.)

    E Does the department(s) have a Cooperative Agreement with BIA or Tribe? Indicate "Yes" or "No" and the type of agreement and agreement number, if applicable.

    F. Is the department a Tribal Department? Indicate "Yes" or "No".

    G. Does the department have Indian Trust or Indian land within primary response area? Indicate "Yes" or "No'.

    H. Does the department have US FWS land within primary response area? Indicate "Yes" or "No" and the name of FWS unit, if applicable. (CMR, Red Rocks NWR, UL Bend NWR, etc.)

    I. Does the department have BLM land within primary response area? Indicate "Yes" or "No" and the BLM district, if applicable.

J.   **USFS –** Provide name of National Forest(s) within primary response area, if applicable.

K.   **Indicate average # of responses on federal land by agency.**

L.   **What type of assistance does this application cover?** Check with local DNRC office with any questions.

    1. *Organization:* Formation of a fire protection organization, development of fire plans, etc.

    2. *Training:* Course materials, travel costs for out-of-town training, course tuition/fees, etc. **NOTE:** Time that volunteers spend attending training courses is not considered "contributed labor."

    3. *Fire Equipment:* Tools, vehicles, parts, accessories, communication equipment, etc.

    4. *Fire Prevention:* Prevention signs, posters and materials, prevention and inspection tools and equipment, education programs, etc.

    5. *Wildland PPE:* Personal safety equipment.

M.   **Are actions presently being taken on this project?** Indicate "Yes" or "No". If "Yes", briefly describe what has been done to date. *

    * Paid invoices dated before your project has been designated for funding will not be accepted!

N.   **Description of Project:** Clearly describe the proposed project. You may add additional information sheets, if necessary.

O.   **Estimated Total Project Costs -- from Appendix "A"**

    1. *Contributed Labor:* Work done by your members, or others, without charge.

    2. *Contracted Costs:* Any work you pay someone to do.

    3. *Supplies and Materials:* Tools, equipment, parts, components, etc.

    4. *Capital Equipment:* Any purchases over $5,000 per item (unit).

    5. *Other Costs:* Miscellaneous costs not fitting other categories. Briefly describe source of costs.

    6. *TOTAL:* Sum of all costs listed above.

P.   **Estimated time needed to complete the project if approved:** How long will it take you to do this project, if funded?

Q.   **Fire Service Information**

    1. *Do you report your fire records to the State Fire Marshall annually?* Indicate "Yes" or "No'. If "Yes", indicate the number of fires and number of acres reported in the previous calendar year.

    2. *What is the annual budget for Department(s)?*

    3. *What is the minimum number of firefighters responding to a structure fire in the last three years?* Enter the smallest number of firefighters reporting to a structure fire.

    4. *What is the minimum number of training hours received by each firefighter annually?* Enter the required amount of training your firefighters attend each year.

    5. *What type of alert system do you have?* Enter the means by which your firefighters are notified of a fire.

    6. *What is your maximum response distance?* List the farthest response inside your area of jurisdiction. <u>Do</u> <u>not</u> include Mutual Aid or other out-of-district runs. Use estimated road miles.

    7. *Does your department conduct fire education programs?* Indicate "Yes" or "No". If "Yes", briefly describe your community (public) fire education efforts.

8. *Do you have fire prevention and home inspection programs?* Indicate "Yes" or "No". If "Yes", give a brief description of community fire prevention or fire inspection programs or efforts.

9. *Do you have a Wildland Fire Training program?* Indicate "Yes" or "No". If "Yes", give a brief description of the training program.

R. **Equipment – Submit for each department included on this application.**

1. *How many fully operational engines/water tenders do you have?* Enter the number of pumping engines that you have in "fire ready" condition. Do not include water tenders without pumps.

   Engines: Enter tank capacities, pump rates, and pressure ratings for each. Enter no more than five.

   Water Tenders: If you have one or more water tenders, list the number and the total gallonage. Indicate if any water tenders without pumps are included.

2. *Do you have one or more Porta-Tank(s)?* Enter the number of Porta-Tanks and the total gallonage.

3. *Enter the number and types of tools and equipment listed.*

4. *How is your equipment stored?* Indicate whether equipment is kept indoors or outdoors, and whether it is at a fire station, private residence, or other location.

5. *Number of units equipped with two-way radio:* List the number of fire trucks with operating two-way radios. <u>Do</u> <u>not</u> include Citizens' Band (CB) radios.

Please fill out the form completely and include the name of the person completing the application and their signature. Note that the application package should be mailed to the DNRC in Missoula.
Thank you!